

Mailing Label Instructions

Creating Mailing Labels Using CMECF and Adobe Acrobat

Note: The documentation was created using Adobe Acrobat 7.09 Professional, however previous versions of Adobe Acrobat Reader, Standard or Professional should work as well

1. Login to CMECF
 - Click on “Utilities” (top right)
 - Choose “Mailings...” (found under the “Miscellaneous” heading)
 - Choose “Creditor List”
 - Enter “Case number” in question (ex.. 07-XXXXXX)
 - Choose “Run Report”
 - The list of creditors should now open in Adobe already formatted for mailings
 - Use Avery 5160 Labels
 - ✓ Labels come in 3 Rows and 10 Columns
 - ✓ Height = 1 (inch)
 - ✓ Length = 2 5/8 (inch)
 - Insert the appropriate number of label pages in the printer
 - In Adobe Acrobat:
 - ✓ Go to File
 - ✓ Print
 - ✓ Your mailing labels should be completed